



Introduction to Microsoft Excel 2007/2010



Course Description

Participants enrolling in this course will learn how to use Microsoft Excel to work with numbers, simple formulas and functions. We will learn how to insert data, select and format cells.

Outcomes

Upon successful completion of this course, participants will be able to:

- Create a workbook and insert and name worksheets
- Enter data into a worksheet and format
- Select contiguous and non-contiguous data
- Use formulas and functions to work with data
- Chart data and format
- Print charts and worksheets

Prerequisites

No prior knowledge of Microsoft Excel is required to attend this course. It would be advantageous to have a good understanding of Windows and be comfortable using a mouse.

Who can attend?

ALL HACC staff/volunteers

Date: Wednesday 29 February, 2012

Time: 9.30-2.00pm

Venue: Level 3, Bowen Library, 669 Anzac Parade,
Maroubra Junction 2035

Cost: HACC staff/volunteers \$55 (prices include 10% GST)

Non-HACC staff/volunteers \$110 (Please contact VAST for more information on Non-HACC bookings)

The total training fee will be charged if less than 14 days notice is given of a cancellation.

Facilitator: Anne-Maree Kerr is the Training Coordinator at TRI Community Exchange and has extensive experience in the provision of IT training to the community sector, businesses and educational institutions. She is involved in coordinating affordable IT training workshops for the community sector, government agencies, businesses and individuals.

Full payment is due at time of booking.

Please go to our website to download the booking form

<http://www.jnc.org.au>

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